

MEETING AGENDA

**City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, October 17, 2007
Civic Center, Room B-8
5:30 P.M.**

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.
Staff Liaison: Bob Hall, Deputy City Administrator / City Services
Also present: Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources, and Mavic Hizon, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of September 19, 2007

5. DEMONSTRATION OF NEOGOV RECRUITMENT SOFTWARE

6. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

6.1 Discussion on revised job specifications for the positions of:

- A. Planning Manager (Attachment)
- B. Media Services Specialist (Attachment)
- C. Volunteer Services Coordinator (Attachment)
- D. Maintenance Operations Manager (Attachment)
- E. Street Maintenance Supervisor (Attachment)

6.2. Discussion on new job classification and job specification for the positions of:

- A. Project Manager (Attachment)
- B. Water Conservation Coordinator (Attachment)

For questions, please contact Mavic Hizon at (714) 374-1567

- C. Energy Project Manager (Attachment)
- D. General Services Manager (Attachment)
- E. Payroll Systems Analyst (Attachment)

6.3. Recommended Action:

Approve the revised job specifications for the following positions amending the City's Classification Plan:

- A. Planning Manager
- B. Media Services Specialist
- C. Volunteer Services Coordinator
- D. Maintenance Operations Manager
- E. Street Maintenance Supervisor

Approve the new job classification and job specification for the following positions amending the City's Classification Plan.

- A. Project Manager
- B. Water Conservation Coordinator
- C. Energy Administrator
- D. General Services Manager
- E. Payroll Systems Analyst

6.4. Discussion on the reclassification of job specification for select employees in the positions of:

- A. Principal Administrative Analyst (four incumbents) to Project Manager (Attachment).
- B. Payroll Analyst (one incumbent) to Payroll Systems Analyst (Attachment)

6.4.1. Recommended Action:

- A. Approve the reclassification of four Principal Administrative Analyst incumbents to Project Manager amending the City's Classification Plan.
- B. Approve the reclassification of one Payroll Analyst incumbent to Payroll Systems Analyst amending the City's Classification Plan.

6.5. Discussion on the establishment of Municipal Employees Association (MEA) Position in the Public Works Department

6.6. Discussion on the establishment of Management Employees Organization (MEO) positions in the Public Works Department and City Administration.

7. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. Staff will provide a status update (Attachment).

8. LABOR RELATIONS UPDATE

9. SECRETARY'S REPORT

Personnel Commission Orientation – (PowerPoint Presentation - Attachment)

10. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

11. INFORMATION ITEMS

AB1234 Training Information (Attachment)

Grievance Report – October 2007

12. ADJOURNMENT

Meeting adjourned to the next regularly scheduled meeting of November 21, 2007.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
09/19/07

Pending approval by the Personnel Commission at the meeting on 10/17/07
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

ITEM 1
CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:30PM.

ROLL CALL

Commissioners present: Bush, Clemens, Garner, Gooch, Hunt and Lipson
Commissioners absent: Barton
Others Present: Bob Hall, Deputy City Administrator
Michele Carr, Human Resources Manager
Jack Marshall, I.S. Director
Scott Hess, Planning Director
Colleen Keith, Principal Administrative Analyst
Kate Hoffman, MEO President
Brigitte Charles, Principal Administrative Analyst
Mavic Hizon, Administrative Aide

ITEM 3
PUBLIC COMMENTS

ITEM 4
APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Clemens to approve the minutes for the July 18, 2007 meeting.

VOTE: The motion was carried.
AYES: 6
NOES: 0
ABSENT: (1) Barton

ITEM 5
INTRODUCTION OF DIRECTOR OF HUMAN RESOURCES

Deputy City Administrator Bob Hall introduced Michele Carr, Director of Human Resources and provided the Commission with Michele's professional background prior to joining the City of Huntington Beach.

ITEM 6
PUBLIC HEARING

The Public Hearing for the positions of Planning Manager, Media Services Specialist, Project Manager and Principal Administrative Analyst did not proceed and was tentatively rescheduled to October 17th, 2007.

MINUTES
City of Huntington Beach
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09/19/07

The positions were reviewed and discussed by the Commission. Commissioner Bush inquired on the definition of the verbiage contained in the Distinguishing Characteristics portion of the job specification for the position of Planning Manager that cites "Current and/or Advance." Planning Director Scott Hess described "Advance" to mean long term planning. Commissioner Lipson asked for clarification on the position being a management position or one that is a specialized position. Commissioner Bush referred to the verbiage contained in the suggested revision of the job specification for Media Services Specialist inquiring on the difference between the use of the deleted phrase "reserves the right to" and "at its discretion." Michele Carr clarified the phrase "reserves the right to" as being a broader term and acknowledged its use as semantic.

ITEM 7

COMMISSION GOALS FOR THE COMING YEAR

Chairman Dan Gooch asked Michele Carr for her comments on the Commission's goals. Michele described the efforts currently underway to automate the City's employment application process with the implementation of the NeoGov software. Michele discussed the NeoGov features and how it enhances the recruitment process by allowing an applicant to submit an application for various open positions, an applicant's visibility of application status as well as oral board interview schedules. She also suggested that a presentation and demonstration be made to the Commission by the NeoGov representative to acquaint them with the system. Michele also added that a NeoGov team consisting of HR and Information Services staff members were training on the system and are involved with planning the system's implementation. Michele also stated that other cities in the county are already utilizing the same software. Commissioner Bush inquired on the cost of the software and Michele replied that it cost approximately \$30,000.

ITEM 8

LABOR RELATIONS UPDATE

Michele Carr discussed the contract proposal for the Unit Modification of some positions in the Non Associated group to MEO (Management Employees Organization). Commissioner Bush inquired about Article VI (Salary) of the proposal and how the payment will be processed. Deputy City Administrator Bob Hall explained that a retroactive check will be processed for the period of December 20, 2006 thru January 26, 2007. Bob Hall additionally explained Administrative Leave time. He also discussed how the modification will affect approximately 20 employees that are currently Non-Associated. In response to a question from Commissioner Clemens, Bob Hall explained that the modification was to improve efficiencies in the way employees are designated.

A motion was made to approve the Contract Proposal for MEO and the Unit Modification of some Non Associated members into MEO.

VOTE: The motion was carried.
AYES: 6
NOES: 0
ABSENT: (1) Barton

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
09/19/07

ITEM 9

SECRETARY'S REPORT

Michele Carr conveyed her appreciation in being the candidate selected to lead the brand new HR Department.

ITEM 10

COMMENTS FROM COMMISSIONERS

In response to Commissioner Hunt's question on the vacancy factor, Michele Carr noted that there are approximately 79 vacancies in the City, a third of which are Police and Fire positions. She stated that active recruitment is ongoing to fill all vacancies. Chairman Gooch asked if any positions were in an Acting capacity, which Michele confirmed that some are. Bob Hall added that some of the recruitments have significantly improved in their timelines such as the Firefighter recruitment which is being done in a matter of days compared to the few months these recruitments used to take to complete. He also explained that outreach recruitment efforts are also being undertaken, seeking out target applicants at job fairs taking place in Southern California. In response to Commissioner Hunt's question on Police recruitments, Michele Carr explained that Sr. Administrative Analyst Shirleen McNamee handled the PD recruitments and that outreach efforts are also underway. Michele Carr added that all positions being recruited for are budgeted but that staff is limited thus presenting a challenge for meeting the demand. Michele Carr stated that she is planning to streamline the recruiting process. Commissioner Hunt asked Michele Carr if the City is competitive, which Michele affirmed. Commissioner Bush inquired how recruitments were prioritized. Michele Carr replied that the recruitments were processed based on the urgency of the requirement to fill the position for the department.

Commissioner Lipson complimented the exceptional service extended by Sgt. Sam Lopez from the HBPD. He described an incident on September 9 at an assisted-living apartment complex which required an evacuation due to a fire at a nearby restaurant. Sgt. Sam Lopez assisted the displaced elderly residents and was additionally helpful to Commissioner Lipson who was also at the area. Commissioner Lipson complimented Sgt. Sam Lopez for his service and shared the incident with the Patrol Lieutenant of the HBPD.

ITEM 11

INFORMATION ITEMS

Written grievance report only – no action taken.

ITEM 12

ADJOURNMENT

At 6:10PM Chairman Gooch motioned to adjourn the meeting to the next regularly scheduled meeting of October 17, 2007. The motion was seconded by Commissioner Bush and unanimously approved by the Commissioners present.

ITEM # 6.1

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PLANNING MANAGER **DATE:** ~~SEPTEMBER 2007~~ ~~DECEMBER, 2001~~

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JOB CODE: 0444
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

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DUTIES SUMMARY

The fundamental reason this classification exists is to manage, supervise, and direct the operations of a division (Current and/or Advance) of the Planning Department.

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DISTINGUISHING CHARACTERISTICS

This classification is responsible for a division of the Planning Department: Current and/or Advance. The incumbent is responsible for overall division planning and management, personnel administration including training, selection and performance management, coordinating work programs and priorities, and insures that decision making among the divisions is internally consistent and in accordance with State and municipal statutes. The incumbent works under the direction of the Director of Planning.

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EXAMPLES OF ESSENTIAL DUTIES

Manages, directs and organizes planning activities and programs; coordinates planning activities with other City departments; assigns work, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; coordinates and resolves issues with other departments; represents the City in the Planning Director's absence at the Coastal Commission, City Council and Planning Commission and other City Advisory Boards; responsible for training existing staff and new staff as to how the Zoning and Subdivision Ordinance should be interpreted and other technical issues relating to planning; responsible for being lead staff member to the Planning Commission and advising the Commission on all land use issues; assists and advises the Planning Director on the preparation of the Planning Department budget; reviews all staff reports to the Planning Commission and City Council; serves as liaison with various federal, state and county offices on development matters such as coastal, environmental and general planning; directs environmental impact, land use, geotechnical, seismic and similar studies and ensures completion of and compliance with such studies; confers with contractors, architects, engineers, developers and others on development matters; recommends and administers policies and procedures of the department and performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PLANNING MANAGER **DATE:** ~~SEPTEMBER 2007~~ ~~DECEMBER, 2001~~

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MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

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Knowledge of: Professional standards, principles and practices of urban planning and development; program management techniques including the planning and coordinating of work activities; principles and practices of supervision including performance evaluation; contract administration; personnel policies and procedures; applicable local, State, and Federal regulations; including California Environmental Quality Act and California Coastal Act; project management and cost control; research methods as applied to the collection and analysis of data pertinent to the planning and environmental areas; descriptive statistics; safety issues and liability reduction; budgetary planning, preparation, and control; related computer software including spreadsheet and word processing packages; English usage, grammar, punctuation, and spelling.

Ability to: Administer a division of the Planning Department; plan, coordinate and supervise program activities and personnel; analyze problems and seek resolutions to conflicts; read, interpret and implement policies, laws, ordinances, rules and regulations; provide and use written and oral instructions; ensure safety and professional work standards are met; communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff; prepare and administer a budget; work independently; deliver quality customer service; propose and administer change.

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Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in city planning or a related field. A Master's degree in planning or a related field will substitute for one year of the required experience.

Experience: Six (6) years of progressively responsible experience performing professional planning work, including four (4) years supervisory experience.

Certificates/Licenses: Must possess and maintain a valid California driver's license by time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work generally involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit, reach, twist, lean, and lift files (up to 35 lbs.); moderate to frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Reasonable accommodation for an individual with a qualified disability will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PLANNING MANAGER DATE: ~~SEPTEMBER 2007~~ DECEMBER, 2001

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~~-- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MEDIA SERVICES SPECIALIST

DATE: ~~SEPTEMBER 2007~~

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JOB CODE: 0380
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under close supervision, oversees all functions of the Media/Computer Center including circulation, ordering and staffing. Maintains collections of both adult and childrens' non-print educational and entertainment materials and other duties as required within the scope of the classification. On occasion, serves as backup to the Theater Media Technician.

DISTINGUISHING CHARACTERISTICS

The Media Services Specialist is a support position that serves as point of contact for the public in answering questions about the non-print library collections, computers and in furnishing quality customer service.

EXAMPLES OF ESSENTIAL DUTIES

Assist library patrons with questions or problems related to computer program usage or the Internet.

With Librarian approval, orders both adult and childrens' non-print educational and entertainment materials; receipts and catalogues materials; processes paperwork to pay vendors; distributes materials to branch libraries.

Develops various brochures, bookmarks, event tickets, calendars, event brochures and other materials through the use of personal computers, peripherals, and desktop publishing software.

Operates a variety of audiovisual systems such as projectors, laptops, microphones, theater light and sound, and video conferencing.

Documents daily revenue; generates periodic reports; performs related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management, at its discretion may, add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS

Knowledge of: City and library policies and procedures; personal computers, standard office and desktop publishing software applications and networking in a client-server environment.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MEDIA SERVICES SPECIALIST

DATE: ~~SEPTEMBER 2007~~

Deleted: DECEMBER, 2001

Ability to: Utilize effective customer service techniques in responding to inquiries and complaints; coordinate work requests to meet deadlines; maintain records; use visual design principles to produce quality printed documents and promotional materials; operate audio/visual equipment, theater sound and light systems, personal computers, laptops, peripherals, and desktop publishing software including Corel and Microsoft products; train and instruct staff; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, both orally and in writing.

Education: High school diploma or equivalent.

Experience: Two (2) years experience in operating and maintaining personal computers and audio-visual equipment. Desktop publishing experience preferred.

Certification: Possession of a valid California Driver's license by time of appointment.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Mobility in an office environment and ability to lift up to 10 pounds. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: VOLUNTEER SERVICES COORDINATOR

DATE: OCTOBER 2007

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JOB CODE: 0268
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, participates in the selection and training of volunteers and coordinates volunteer services for effective utilization of resources, furnishes administrative support in area of assignment, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Volunteer Services Coordinator is a single position job class with responsibility for effective utilization of volunteer and/or part-time staff resources. The Volunteer Services Coordinator oversees and trains volunteers and part-time employees for office support, seniors' programs and the library.

EXAMPLES OF ESSENTIAL DUTIES

Interviews and screens prospective volunteers; assesses skills and interests; checks references; consults with staff and enters names in computer for tracking purposes. Provides orientation and training for new volunteers; assigns duties and responsibilities in regular assignments or special projects; tracks volunteers hours and commitment.

Coordinates volunteer recognition events such as annual luncheon and other functions. Maintains a network of community resources including private and non-profit agencies, educational and training programs for recruitment purposes; writes reports and prepares promotional materials; maintains and reports statistical information.

Provides administrative support for selection, evaluation and retention of part-time library staff; inputs and distributes payroll; drafts press releases, public service announcements and other promotional materials. Represents the library administration in coordinating the Friends of the Library including publicity, programs and fund-raising; oversees the donations program and performs related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: VOLUNTEER SERVICES COORDINATOR

DATE: OCTOBER 2007

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MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City and departmental policies and procedures; supervisory techniques, and pertinent City rules and regulations related to staff relations and standard office practices; effective customer service/public relations methods and practices; standard office principles and procedures.

Ability to: Plan programs, social functions and activities for volunteers to utilize public speaking skills in community presentations; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; maintain accurate records; record and retrieve information; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.

Education: Associates Degree from an accredited college or university in Business, Human or Social Services or a related field. Possession of a Volunteer Management Certificate is preferred.

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Experience: A minimum of two (2) years of program management, fund-raising, public relations or related experience.

Certifications/License: Possession of a valid class "C" California driver's license by the time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves light to moderate work in an office setting. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects 10 to 20 pounds.

Requires the ability to operate modern office equipment such as a computer, keyboard, calculators, copiers etc.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MAINTENANCE OPERATIONS MANAGER

DATE: ~~OCTOBER 2007~~

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JOB CODE: 0030
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Plans, directs, manages, supervises, and coordinates the activities and operations of the Maintenance Operations Division within the Public Works Department, including maintenance of parks, trees, roadside landscaping, and streets; ~~and oversees HazMat response.~~

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DISTINGUISHING CHARACTERISTICS

This is a major division head in the Public Works Department having overall responsibility for the administration and planning of designated maintenance functions, in which two or more levels of supervising subordinates are found within each function.

EXAMPLES OF ESSENTIAL DUTIES

Under general administrative direction, directs, administers, and supervises the maintenance and repair of streets, alleys, bridges, curbs, gutters, sidewalks, park maintenance, tree maintenance and roadside beautification; administers street sweeping programs; develops long range infrastructure management plans; evaluates existing trees and tree regulations; recommends equipment, materials and work methods to improve operational efficiency; coordinates new street improvement plans, park construction and landscape plans to ensure proper design compatibility and construction relating to effective maintenance; prepares reports of activities performed; investigates service requests and customer inquiries and takes appropriate corrective action; reviews and/or supervises the preparation of plans, designs, contracts and other materials relating to Public Works maintenance projects in coordination with staff, consultants, developers, contractors, City Engineer, ~~Deputy Director of Public Works and~~ Public Works Director; plans the organizational configuration of the various work groups to accomplish the functions under their responsibility; coordinates, plans and administers the budgets for various functions under his/her responsibility; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; selects, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; implements discipline and termination procedures; represents the Department of Public Works at City Council and various City commission meetings as directed; performs related duties and responsibilities as required.

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The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MAINTENANCE OPERATIONS MANAGER

DATE: ~~OCTOBER 2007~~

Deleted: MAY, 2003

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

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Knowledge of: Roles of the various functions supervised; safe work methods and related regulations; related computer applications; principles and practices of public administration and municipal budget preparation; principles and practices of supervision, training, and performance evaluations; related Federal, State, and local laws, codes, and regulations.

Ability to: Effectively manage a major division of the Department of Public Works with a number of full and part-time employees and contract support services; take appropriate action in emergencies; coordinate effective efforts that may be required by differing situations; ability to develop, monitor and project major operating budgets; administer and monitor contracts; plan, prioritize and supervise various work programs, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; read engineering specifications and drawings; select, supervise, train, and evaluate staff; participate in the development and administration of division goals, objectives, and procedures; interpret and apply Federal, State, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: A Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration or a closely related field.

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Experience: Five (5) years of increasingly responsible experience in various phases of Public Works maintenance including a minimum of (2) years supervision of a moderate to large staff. Experience must include administration, planning and budgeting.

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Licenses/Certifications: Must possess and maintain a valid California Class C driver's license by time of appointment.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent stands and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, reaches, and grasps. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



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TITLE: STREET MAINTENANCE SUPERVISOR DATE: OCTOBER 2007

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JOB CODE: 0488
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: (MEO)
FLSA STATUS: EXEMPT

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DUTIES SUMMARY

Under the general direction of the Maintenance Operations Manager, plans, supervises, and coordinates the operation, maintenance and repair of the City's streets.

DISTINGUISHING CHARACTERISTICS

The Street Maintenance Supervisor administers the City's street maintenance programs. This includes concrete, asphalt paving, slurry seal and street sweeping. Supervision of public works HazMat response is also included. The incumbent directly supervises program Crewleaders and/or Leadworkers.

EXAMPLES OF ESSENTIAL DUTIES

Plans, coordinates, and supervises program activities for the street maintenance programs, including budget and project forecasting; recommends program budgets and administers approved budgets; sets master schedule for program activities; coordinates program activities with citizens, contractors, agencies, and in-house personnel; supervises and evaluates program activities, especially in terms of quality and quantity of work product; evaluates employees reporting directly and reviews/approves evaluations for all street and building maintenance personnel; reviews, recommends and implements employment decisions regarding such activities as selection, promotion, discipline and contract administration; writes reports, requests for Council action, specifications for equipment and services, budget justifications, and business correspondence; remains current on developments in street maintenance practices, materials, and equipment; coordinates, directs, and inspects work performed by contractors for City facilities, under the program's purview, including detailed review of plans and specifications; prepares, conducts and administers safety and training programs; ensures availability of required resources for program operations as budgeted; maintains records of all work activity for street maintenance programs; investigates and mitigates citizen complaints; represents the City on street and building maintenance matters; works productively, independently or in a group setting, to complete projects, sets production standards, and develops work policies and procedures; participates as a Maintenance Operations management team member; provides quality customer service; and performed related duties and responsibilities as required.

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The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



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TITLE: STREET MAINTENANCE SUPERVISOR **DATE: OCTOBER 2007**

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QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Program management techniques including the planning and coordinating of work activities; principles and practices of supervision; contract administration; personnel policies and procedures; applicable local, State and federal regulations; modern methods, equipment, standards, procedures and practices used in street construction, maintenance and repair; project management and cost control; computer operation, including spreadsheet development and forecasting; business and trades math; safe working practices, procedures and regulations; record keeping systems; budgetary planning, preparation and control; purchasing practices and procedures; customer service delivery.

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Ability to: Manage the street maintenance programs, including, planning, coordination and supervision of program activities and personnel; monitor outside contracts and contractors; write reports, correspondence and specifications; read and interpret plans, blueprints, manuals and specifications; give and follow written and oral instruction; develop and maintain effective record keeping systems; ensure safety and professional work standards are met; prepare and deliver training; communicate and interact effectively both verbally and in writing with managers, peers, subordinates, vendors, contractors and citizens; prepare and administer budgets.

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Education: Equivalent to a high school diploma, supplemented by successful completion of professional or college level coursework in street construction, engineering, project management and/or management/supervision. An Associates degree from an accredited college or university with major coursework in Business Administration, Public Administration or a related field is preferred and may be substituted for one (1) year of experience.

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Experience: Five (5) years' experience in street and/or building maintenance operations, including two years experience in a lead or supervisory capacity.

Certifications/License: Must possess: a valid California motor vehicle operator's license by time of appointment.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 25 pounds or less. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

ITEM # 6.2

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PROJECT MANAGER

DATE: SEPTEMBER 2007

PERSONNEL COMMISSION APPROVAL: 10/17/07

COUNCIL APPROVAL:

JOB CODE:	0579
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

To support an assigned department or the City Administrator's office in directing, managing, administering and strategically planning key projects and administrative duties.

DISTINGUISHING CHARACTERISTICS

Under the supervision of the Department Director, this position manages, directs, and coordinates the planning, development, implementation, and administration of a variety of projects, including cross-department and city-wide project(s). Such projects include, but are not limited to, Information Technology, Energy, or Strategic Planning and may be sponsored by City Administration or by a specific department.

Assumes management responsibility for a full range of activities related to assigned project(s). Exercises independent judgment and is responsible for coordination of work of assigned project staff. Coordinates project activities with other programs, departments, and outside agencies. Oversees and participates in a wide variety of professional-level project management, administrative, analytical and/or technical duties.

EXAMPLES OF ESSENTIAL DUTIES

Oversees and manages the development and implementation of goals, objectives and priorities for assigned project(s); works with Division Managers and participates in the selection, training and evaluation of assigned personnel; plans, directs, coordinates and reviews the work plan for assigned staff; reviews and evaluates work products, methods, and procedures; develops and maintains project timeline(s); identifies and

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PROJECT MANAGER

DATE: SEPTEMBER 2007

resolves issues; develops and administers assigned budgets; forecasts funds needed for staffing, equipment and supplies; monitors and approves expenditures as delegated by the department Director; implements adjustments and modifications. Monitors project status; updates management on project progress. Recommends, administers and manages the implementation of policies and procedures related to assigned project(s).

Prepares and presents staff reports and other correspondence, ensuring that presentations on complex matters are prepared for diverse technical and non-technical audiences; oversees and participates in responsible, professional-level research. Manages the development and implementation of training, outreach and education related to assigned project(s). Coordinates administrative, analytical and technical support duties of highly complex issues including the areas of auditing, monitoring, financial analysis, and general administrative functions. Prepares a variety of analytical and statistical reports; prepares requests for proposal; participates in contract negotiations and provides recommendations for contract award; monitors service and procurement outcomes to ensure compliance with contractual obligations; oversees and manages contracted services assigned to project(s); participates in the implementation of new systems, methods and procedures; performs related duties and responsibilities as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Operational characteristics, services and activities of assigned project(s), division(s), or department(s); principles and practices of public administration; operations and functions of municipal government; principles of supervision, training and performance evaluation; principles and practices of project management; principles and practices of municipal budget preparation and administration; methods of administrative, organizational, economic and procedural analysis; methods and techniques of research, analysis and report preparation; methods and techniques of contract negotiation and administration; English usage, spelling, grammar, and punctuation; principles and practices of public speaking; computerized research methods and software applications; current computer information systems and

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PROJECT MANAGER

DATE: SEPTEMBER 2007

networking technology; modern office procedures; pertinent Federal, State, and local laws, codes and regulations.

Ability to: Apply independent judgment and exhibit personal initiative; direct, organize, coordinate and participate in the review of work of staff assigned to project(s); prepare, review and analyze complex technical documents, negotiate and administer various contracts. Effectively and efficiently manage complex projects, processes, and procedures within established time and budgetary constraints. Manage project(s) from inception to completion and ensure that project goals and objectives are appropriately and effectively implemented. Communicate clearly and concisely both verbally and in writing. Demonstrate a strong commitment and ability to foster customer service values in all professional interactions, including internal and external customers, consultants, contractor, vendors and community members. Foster a team environment; establish and maintain effective working relationships with contractors, consultants, community groups, the public, co-workers, subordinates and supervisors.

Education: Bachelors degree in computer information systems, business or public administration, or a related field, from an accredited college or university. Masters degree in a related field is highly desirable.

Experience: Five (5) to seven (7) years of professional-level project management and/or administrative experience within a municipal agency, including three (3) years of lead and/or supervisory experience. Project management training and/or experience is preferred.

Certifications/License: Possession and maintenance of a valid California driver's Class C license by time of appointment with an acceptable driving record. Certification as a Project Management Professional (PMP) is desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work may involve outdoor work sites as well as performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit, reach, twist, lean, and lift files (up to 35 lbs.); moderate to frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Reasonable accommodation for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER CONSERVATION COORDINATOR

DATE: OCTOBER 2007

PERSONNEL COMMISSION APPROVAL: 10/17/07

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEA

FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

Under general supervision, implements, coordinates and monitors water conservation programs for the City; maintains and analyzes water conservation records; prepares reports on compliance with best management practices for water conservation; monitors and ensures the efficient use of energy for the Public Works Utilities Division water production and sewer lift station facilities; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Water Conservation Coordinator will have direct contact with the public and will provide guidance to water customers, including the City, on the efficient use of water resources.

EXAMPLES OF ESSENTIAL DUTIES

Implement, oversee, coordinate and evaluate water conservation programs and activities; participating in the design and development of these programs as well as the City's water conservation strategies. Compile and maintain program data, especially for evaluating compliance with California Urban Water Conservation Council Best Management Practices.

Participate in public outreach for water conservation programs; promote public awareness and provide information to the public on specific programs and general water conservation practices. Participate in the development of marketing materials and evaluate the effectiveness thereof.

Represent the City on water conservation and environmental committees, workgroups and related professional groups; participate in the development of landscape water budgets; perform water audits over all customer classes and communicate effectively to customers how to reduce water use through conservation practices; participate in the development of grant submittals and oversee the implementation of water conservation grant programs; participate in the development of requests for proposals and provide oversight in the administration agreements for contract water conservation programs.

Monitor, evaluate and report to management on applicable pending legislation; monitor,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER CONSERVATION COORDINATOR

DATE: OCTOBER 2007

evaluate and report to management on new water conservation technologies, equipment, computer applications, etc.

Work directly with Water Production and Sewer Maintenance staff to ensure the efficient use of energy, both in terms of consumption and cost, of the Public Works Utilities Division water production and sewer lift station facilities.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: City policies and procedures; industry standard water conservation methods, practices and techniques; federal and state laws, regulations and court decisions applicable to water conservation; water use patterns among specific customer classes; water efficient landscaping techniques; basic plumbing fixtures, irrigation systems and other water conservation equipment; knowledge of a variety of computer software applications, including, but not limited to, Microsoft Access, Word, Excel and PowerPoint;

Ability to: Establish priorities and communicate effectively both orally and in writing; analyze and maintain records with regard to conservation efforts and water consumption; effectively participate in the oversight and administration of agreements, contracts and grants; effectively participate in the calculation and preparation of landscape water budgets; effectively communicate water conservation practices directly to the public; prepare clear, concise and accurate reports, memos and other correspondence; work independently in the field with minimal supervision.

Education: Associate of Arts Degree from an accredited college or university with major course work in environmental studies, landscape architecture, horticulture, business administration, public relations or a related field. Additional qualifying experience in water conservation program administration may be substituted for the required education on a year for year basis.

Experience: Three (3) years in water conservation program coordination/administration/management, preferably with a California water agency.

Certifications/License: Possession of a valid California driver's license by time of appointment. American Water Works Association Water Conservation Practitioner Level 1 required, Level 2 preferred.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER CONSERVATION COORDINATOR

DATE: OCTOBER 2007

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves significant outdoor work and exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Regular use of computer monitor and keyboard required. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ENERGY PROJECT MANAGER

OCTOBER 2007

PERSONNEL COMMISSION APPROVAL: 10/17/07

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEO

FLSA STATUS:

EXEMPT

DUTIES SUMMARY

The purpose of this position is to create and administer an energy management program that will meet the goals for the Energy Element of the City of Huntington Beach Strategic Plan; to seek creative methods to implement initiatives directly or through joint venture with the private sector or public utilities; to act as an advocate for change at the local and State levels; and to act as the expert and lead resource for all energy, sustainable and green design issues.

DISTINGUISHING CHARACTERISTICS

This position has program level responsibility for all energy-related issues; acts as the expert resource to City staff and public interest groups, provides liaison with other governmental entities; and provides direction to contractors performing energy-related projects.

EXAMPLES OF ESSENTIAL DUTIES

Develops, promotes and implements a comprehensive, long-range energy management policy and plan to maximize energy efficiency through land use and transportation planning, maximize energy efficiency of City facilities and operations, and promote energy savings in buildings constructed prior to 1978. Continuously updates and revises strategic plans for energy management. Provides leadership and guidance to City staff, the public, and the development community regarding energy issues. Plans, assigns, directs and reviews the work of contractors performing work on energy projects. Acts as the technical expert on energy matters and assists City staff in resolving complex or technical problems. Advises and recommends procedures, strategies and plans that are consistent with energy goals. Develops demonstration projects for energy conservation in partnership with builders, utilities or other agencies, and works with affordable housing programs to implement energy conservation methods. Works with the City Attorney and City Administrator's office to support positive legislative changes on energy matters in Sacramento and Washington, D.C., and with the Federal Energy Regulatory Commission, California Public Utilities Commission and California Energy Commission. Administers all City energy programs; develops and implements goals, policies, and procedures for City energy programs. Plans and administers project budgets and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ENERGY PROJECT MANAGER

OCTOBER 2007

grant fund. Prepares a wide variety of administrative reports, grant applications and plan documents. Develops and implements education and training programs for City employees on energy conservation. Develops energy conservation public education, outreach and assistance programs for city residents and businesses; makes presentations to City staff, City Council, public groups, and State and local commissions and committees. Conducts feasibility studies of options for energy self-reliance; analyzes energy bills, energy consumption records, and contract invoices to track energy usage and develops recommendations for energy conservation alternatives. Identifies appropriate timing of load-shifting periods. Makes complex mathematical and engineering calculations and conducts statistical analysis. Reviews various energy-related Codes, regulations and laws to ensure City energy usage and conservation plans are in compliance. Reviews and makes recommendations on energy conservation measures in new or remodeled City facilities. Reviews blueprints, plans and specifications, and contract documents for acceptability of energy components. Interfaces with the Public Utilities Commission; California Energy Commission; power, gas and water utilities; public services providers; City Council and City Commissions; City personnel, Commissioners and Council members; developers and contractors; business and property owners; engineers, and the public to share information, provide direction, and influence outcomes. Provides technical assistance to and coordinates energy programs with federal, State, Regional, County and City agencies and departments. Directs, researches, or prepares project final reports, correspondence, notices of contract awards, contracts, memoranda, technical advisory reports, and proposal specifications. Coordinates activities with other City Departments and other entities.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Energy conservation practices and environmental regulations related to energy management; renewable energy sources, green construction methods, long-range strategic planning, project management, energy plan design and development, various energy-related codes, regulations and laws, variety of utility and energy programs sponsored by federal, state and regional agencies and departments, energy-related education and training programs.

Skilled in: Development of plan designs and specifications related to energy-management programs and services, conducting a variety of studies and interpreting data derived from same, constructing plans and programs from concept to implementation.

Ability to: Coordinate, manage, strategize, and/or correlate data and/or information, exercise of

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ENERGY PROJECT MANAGER

OCTOBER 2007

judgment in determining time, place and/or sequence of operations; reference data to determine necessity for revision of organizational components, evaluate, audit, deduce, and/or assess data and/or information using established criteria, exercise discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives; function in quasi-supervisory role to provide direction to contractors performing work on energy projects, make decisions on procedural and technical levels, to apply principles of persuasion and/or influence, provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information such as engineering reports, building plans, contracts, invoices, statements, budgets, plans, specifications, requests for proposals, cost estimates, legal documents, ordinances, statutes, permits, bond documents, Council reports, correspondence, training materials, operating manuals, engineering textbooks and education curricula.

Understand and interpret complex reports, rules, regulations and policies related to energy-management; construct and submit grant applications; design, develop and implement project tasks and timelines.

Communicate orally and in writing with City staff, attorneys, developers, property owners, business owners, consultants, engineers, contractors, accountants, appraisers, planners, the general public, and other city, state, county or federal personnel to share information, provide direction, and influence outcomes; make oral presentations.

Apply advanced algebraic and/or calculus concepts to include integration of related functions; ability to perform and interpret statistical calculations, including statistical inference and statistical theory, and to perform engineering calculations; apply principles of logical or synthesis functions; deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against subjective criteria, as opposed to that which is clearly measurable or verifiable.

Education: Bachelor's Degree from an accredited college or university in Engineering, Planning, Architecture, Business, Public Administration, or a related field. Master's Degree from an accredited college or university in a related field is desirable.

Experience: Five (5) years of increasingly responsible experience in project or program development and management, budget preparation, training and personnel management which demonstrates the ability to manage a highly technical organization. Experience managing projects or programs related to energy and regulations of the California Energy Commission,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ENERGY PROJECT MANAGER

OCTOBER 2007

California Public Utilities Commission and/or the Federal Energy Regulatory Commission is highly desirable.

Certifications/License: Registration as a Mechanical or Civil Engineer or Architect. Or LEED certification is desirable. Possession of a valid class "C" California driver's license by the time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, such as computer keyboards, calculators, copiers, and other office equipment.

Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a computer keyboard or work station.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: GENERAL SERVICES MANAGER

DATE: OCTOBER 2007

PERSONNEL COMMISSION APPROVAL: 10/17/07
COUNCIL APPROVAL:

JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

Plans, directs, manages, supervises, and coordinates the activities and operations of the General Services Division within the Public Works Department, including maintenance of City buildings, vehicles, refuse, weed abatement and ADA Coordinator for non-personnel related issues.

DISTINGUISHING CHARACTERISTICS

This is a major division head in the Public Works Department having overall responsibility for the administration and planning of designated maintenance functions, in which two or more levels of supervising subordinates are found within each function.

EXAMPLES OF ESSENTIAL DUTIES

Under general administrative direction, directs, administers, and supervises the maintenance and repair of vehicles, equipment, buildings and facilities; City block walls; administers weed abatement and refuse collection programs; develops long range infrastructure management plans; recommends equipment, materials and work methods to improve operational efficiency; prepares monthly or annual reports of activities performed, such as cost, energy usage, and fuel consumption; investigates service requests and customer inquiries and takes appropriate corrective action; reviews and/or supervises the preparation of plans, designs, contracts and other materials relating to Public Works maintenance projects in coordination with staff, consultants, developers, contractors, City Engineer, Deputy Public Works Director and Public Works Director; plans the organizational configuration of the various work groups to accomplish the functions under their responsibility; implements and maintains shop accounting and records systems, facility maintenance schedules and alternative fuel fleet inventory; coordinates, plans and administers the budgets for various functions under his/her responsibility; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; selects, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; implements discipline and termination procedures; represents the Department of Public Works at City Council and various City commission meetings as directed; performs related duties and responsibilities as required.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: GENERAL SERVICES MANAGER

DATE: OCTOBER 2007

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Roles of the various functions supervised; safe work methods and related regulations; related computer applications; uniform policies for purchasing and maintenance of vehicles; principles and practices of public administration and municipal budget preparation; principles and practices of supervision, training, and performance evaluations; related Federal, State, and local laws, codes, and regulations.

Ability to: Effectively manage a major division of the Department of Public Works with a number of full and part-time employees and contract support services; take appropriate action in emergencies; coordinate effective efforts that may be required by differing situations; ability to develop, monitor and project major operating budgets; administer and monitor contracts; plan, prioritize and supervise various work programs, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; read engineering specifications and drawings; select, supervise, train, and evaluate staff; participate in the development and administration of division goals, objectives, and procedures; interpret and apply Federal, State, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education: A Bachelors degree from an accredited college or university with a major in public administration, business administration or a closely related field.

Experience: Five (5) years of increasingly responsible experience in various phases of Public Works maintenance including a minimum of (2) years supervision of a moderate to large staff. Experience must include administration, planning and budgeting.

Licenses/Certifications: Must possess and maintain a valid California Class C driver's license by the time of appointment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent stands and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, reaches, and grasps. In an office environment, the work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PAYROLL SYSTEMS ANALYST~~ DATE: ~~OCTOBER 2007 DECEMBER, 2004~~

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PERSONNEL COMMISSION APPROVAL: 10/17/07
COUNCIL APPROVAL:

JOB CODE:
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT

DUTIES SUMMARY

With limited supervision, performs a variety of technical and professional level support in the production and maintenance of the City's payroll and related accounting operational systems. Performs payroll accounting and recordkeeping duties, provides work direction to payroll processing staff, oversees the timely and accurate preparation of the City's bi-weekly payroll, prepares and reconciles quarterly and annual payroll and tax reports, and performs other duties as required within the scope of the classification.

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DISTINGUISHING CHARACTERISTICS

This is the most senior position directly involved in the regular processing and technical oversight of the City's payroll system for full-time and part-time employees, has responsibility for overseeing the work of the payroll processing staff, coordinating the timekeeping system and payroll processing system, and ensuring City compliance with all Federal and State laws and regulations.

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EXAMPLES OF ESSENTIAL DUTIES

Oversees the processing of the regular City payroll to ensure timeliness and accuracy; assigns work to staff and review for accuracy; trains staff in new and revised procedures; assists staff in completing more complex payroll calculations; analyzes payroll processes to ensure compliance with Federal and State laws and regulations; evaluates changes in payroll laws and CALPERS, and recommends changes as appropriate.

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Audits updates to the payroll masterfile for accuracy; verifies and calculates retroactive changes in pay and benefits; ensures that timesheets are reviewed for accuracy; calculates and verifies hours for overtime and compensatory time; checks pay calculations for special assignments; proofs data entry to ensure correct calculation of payroll amounts; validates payroll adjustments based on changes in deductions; verifies authorizations, process interim payrolls for special checks and for final checks for

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PAYROLL ~~SYSTEMS~~ ANALYST

DATE: ~~OCTOBER 2007~~
~~DECEMBER, 2001~~

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employees terminating from the City; research and respond to inquiries regarding payroll policies and procedures.

EXAMPLES OF ESSENTIAL DUTIES (Continued)

Establishes and maintains accounts, journals and ledgers; prepares accounting entries to transfer funds to payroll accounts; reconciles and verifies balances and adjusts accounting records; prepares periodic and special reports; verifies fund balances and maintains control of payroll accounts. Updates classification database including salary schedules, salary adjustments, and salary range movements; updates records of new and modified position salaries.

Utilizes the City's timekeeping software to research and identify issues and problems concerning the calculation and recording of salaries, benefits and other payroll-related benefits. Handles custom system calculations and makes needed system corrections. Tests software updates. Tracks and evaluates payroll processing throughout the payroll lifecycle – reviewing system configuration, calculation accuracy, reporting accuracy and final payroll data conformance to standards.

Coordinates payroll processes and records with the timekeeping and payroll processing system; participates in system implementation and updates; modifies department processes to maximize effectiveness of the system; coordinates with Human Resources to ensure availability of and access to appropriate shared information impacting payroll processing; researches and analyzes special problems and situations.

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Maintains and updates tax information for use in preparing quarterly and annual tax reports; prepares and balances payroll tax reports; provides accounting staff with payroll totals to transfer funds to payroll accounts; updates leave accrual reports and distributes to departments.

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ESSENTIAL DUTIES (Continued)**

Updates payroll software for changes in bargaining agreements, benefits, deductions and taxes; balances and reconciles taxes and issues W-4's; prepares Federal and State tax reports; reconciles payroll accounts to the general ledger for year-end closing; prepare journal entries as necessary.

Conduct formal and informal workshops on payroll-related matters; participate in the selection of staff.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PAYROLL **SYSTEMS** ANALYST

DATE: **OCTOBER 2007**
DECEMBER, 2001

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The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Knowledge of: Federal and State laws related to payroll and tax accounting, and rules related to eligibility and calculation of overtime and compensatory time; payroll requirements related to FLSA, COBRA, PERS retirement and deferred compensation; rules governing the deferred compensation plans; methods and techniques of payroll processing; governmental accounting and reporting practices; principles and techniques of supervision and training; the City's policies related to payroll and personnel; the compensation, benefits and payroll portions of the MOU's for with all City the eight bargaining units and unrepresented employees; the City's timekeeping system software, payroll system software and the interface between the City's financial accounting software.

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Skill in: The use of client-server and network system software applications including spreadsheet and database programs; techniques of payroll system management; use of computers and modern office equipment.

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Ability to: Understand the City's payroll processes and salary and benefit structure; analyze, interpret and understand the timekeeping software program; research and troubleshoot software system interface issues and problems; devise apply and test system adjustments, corrections and improvements; recognize and anticipate the impact of changes in one area on a variety of other segments within the system; perform a full range of payroll accounting work including reconciliation of payroll accounts, preparation of journal entries and preparation of payroll tax reports; interpret and apply payroll rules and guidelines; establish and maintain payroll recordkeeping systems; set up and use Microsoft Excel spreadsheets and Microsoft Word; provide customer service to employees and departments; interpret legal documents, bargaining agreements and federal and state payroll guidelines and regulations; operate with discretion while performing duties involving confidential data; apply appropriate judgment in making decisions in accordance with laws, regulations and departmental

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PAYROLL **SYSTEMS** ANALYST

DATE: **OCTOBER 2007**
DECEMBER, 2001

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policies and procedures; train, assist and oversee the work of staff; organize and prioritize work and meet deadlines.

Education: ~~Associate's~~ **Bachelor's** Degree ~~from an accredited college or university~~ in Accounting, finance, business, or a related field, including training in payroll, bookkeeping and accounting.

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Experience: ~~Three~~ **Five (5)** years ~~of progressively responsible computerized~~ payroll processing experience for a ~~public-sector government~~ agency. ~~Two (2) years~~ supervisory experience.

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Certifications/License: Fundamental Payroll Certification required; Certified Payroll Professional preferred; possession of a valid California drivers' ~~motor vehicle operator's~~ license by the time of appointment.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit, reach, twist, lean, and lift files (up to 35 lbs.); moderate to frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Reasonable accommodation for an individual with a qualified disability will be considered on a case-by-case basis.

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~~See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

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ITEM # 6.4



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: RECLASSIFICATION OF MANAGEMENT EMPLOYEES ORGANIZATION
POSITIONS IN THE INFORMATION SERVICES, PLANNING AND PUBLIC
WORKS DEPARTMENTS.
DATE: OCTOBER 17, 2007

In March of 2006 Cooperative Personnel Services Human Resources Services (CPS) was retained to perform a classification and compensation study. The goal of the study was to determine whether positions were appropriately classified, to update classification specifications and to conduct a base salary analysis of selected benchmark classifications. Upon receipt of the classification recommendations and compensation analysis, the HR staff met with each department to receive additional input. The City is in concurrence with CPS' recommendation for the position below.

The City and MEO have met and conferred regarding the recommended changes to the MEO classifications. The recommended classification and compensation changes are a result of the classification and compensation study and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Principal Administrative Analyst	Project Manager	New class specification
Affected Employees: Beverly Braden (Planning) Linda Daily (Public Works) Ken Dills (Public Works) Colleen Keith (Information Services)		Reclassification

Based on internal alignment to the position of Economic Development Project Manager and market considerations, the recommended base salary range for the Project Manager Job Class is set at R573 (\$6,586 - \$8,158). This equates to a 2% compensation adjustment.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the new class specification and reclassification of the incumbents listed above.

Attachment: Job Specifications – Principal Administrative Analyst
Project Manager

Cc: Jim Harker, MEO Legal Representative
Kate Hoffman, MEO President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE ANALYST

DATE: JANUARY, 2001

JOB CODE: 0084/0062
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO/NON-ASSOCIATED
FLSA STATUS: EXEMPT

DUTIES SUMMARY

To support assigned Department Head or the City Administrator's office in developing, directing, managing, administering, and strategically planning key Department programs and administrative duties; and to coordinate assigned activities with other divisions, outside agencies, and the general public.

DISTINGUISHING CHARACTERISTICS

This is the highest level classification in the Administrative Analyst series. Positions at this level exercise functional supervision over the assigned Department's financial, budget and program analysis staff as well as administrative and clerical staff, as assigned. Incumbents work under the direction of the assigned Department Head, conducting complex and significant analyses, preparing comprehensive reports, and independently managing and developing significant projects.

EXAMPLES OF ESSENTIAL DUTIES

Develops, directs, manages, administers and strategically plans key Department functions, projects, programs and administrative areas of responsibility including Department budget, public information, education and outreach programs, and other complex project that cross Department lines; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary; independently conducts complex analyses, research projects, and studies and oversees analytical activities within the Department including those regarding budget, finance and operating issues; analyzes alternatives and makes recommendations; composes and presents comprehensive, concise and effective oral and written reports, communications and presentations on complex matters to diverse technical and non-technical audiences; attends meetings, study sessions and workshops of the City Council, Commissions or others, to present information and answer questions; implements new systems, methods and procedures including developing and maintaining management information systems that support the needs of the Department; proposes, designs, implements and tracks automation solutions; coordinates and participates in the preparation and administration of grants; assumes responsibility managing budget development and administration activities for assigned area of responsibility; analyzes proposed capital, personnel, operating, and maintenance expenditures; prepares reports and analyses related to impact of

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE ANALYST

DATE: JANUARY, 2001

budgetary decisions; prepares and oversees the preparation of multi-year financial forecasts; manages the tracking and monitoring of budget expenditures; recommends the selection of staff; provides or coordinates staff training; assists in training assigned staff; evaluates assigned staff; works with employees to correct deficiencies; plans, coordinates, evaluates activities associated with assigned contracts; participates in research, evaluation, and negotiation of proposed contractual obligations and agreements; administers assigned contracts; analyses federal, state and local legislative proposals for impact on assigned operations; prepares analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives; ensures departmental compliance; coordinates assigned services and project activities with other City departments, divisions, units, boards, committees, task forces, external organizations and the general public; responds to and resolves difficult and sensitive inquiries and complaints; attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned field; performs other duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. City Council/Administration at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Operational characteristics, services and activities of assigned program area including administrative, financial and/or operational functions; principles and practices of public administration; operations and functions of municipal government; principles of supervision, training and performance evaluation; principles and practices of program development and implementation; principles and practices of municipal budget preparation and administration; methods of administrative, organizational, economic and procedural analysis; methods and techniques of research, analysis, and statistical and analytical report preparation; methods and techniques of grant application and administration; methods and techniques of contract negotiation and administration; English usage, spelling, grammar, and punctuation; principles and practices of public speaking; computerized research methods and software applications; current information systems and networking technology; modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications; pertinent Federal, State, local codes, laws, and regulations.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL ADMINISTRATIVE ANALYST

DATE: JANUARY, 2001

Ability to: Supervise, organize and review the work of lower level staff; participate in the selection, training, and evaluation of subordinate co-workers; recommend and implement goals and objectives for providing effective services; independently perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative; direct, organize, coordinate and participate in various complex organizational studies, analyses, and projects; research, analyze, and evaluate programs, policies and procedures; prepare, review and analyze complex technical documents and proposals; prepare clear and concise administrative and financial reports; prioritize activities to meet established timelines; negotiate and administer various contracts; coordinate and administer budget process for assigned department or unit; interpret, apply and explain administrative and departmental policies and procedures and pertinent laws, policies, rules and regulations; operate office equipment including computers and supporting word processing, data base and spreadsheet applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work; commit to provide quality customer service.

Education: Bachelor's degree in public administration or a related field from an accredited college or university. Master's degree in related field is highly desirable.

Experience: Five years of professional-level management and/or administration experience within a municipal agency, including administrative and/or lead supervisory experience, or three years as an Administrative Analyst Senior in the City of Huntington Beach. Computer information systems and networking experience is highly desirable.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -- See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PAYROLL ANALYST

DATE : DECEMBER, 2001

JOB CODE:	0443
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	NA
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

With limited supervision, performs a variety of payroll accounting and recordkeeping duties, provides work direction to payroll processing staff, oversees the timely and accurate preparation of the bi-weekly payroll, prepares and reconciles quarterly and annual payroll and tax reports, and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

This is the most senior position directly involved in the regular processing of the City payroll for full-time and part-time employees, has responsibility for overseeing the work of the payroll processing staff, coordinating payroll processing with the JDEdwards system, and ensuring City compliance with all Federal and State laws and regulations.

EXAMPLES OF ESSENTIAL DUTIES

Oversees the processing of the regular City payroll to ensure timeliness and accuracy; assigns work to staff and review for accuracy; trains staff in new and revised procedures; assists staff in completing more complex payroll calculations; analyzes payroll processes to ensure compliance with Federal and State laws and regulations; evaluates changes in payroll laws and Cal PERS, and recommends changes as appropriate.

Audits updates to the payroll masterfile for accuracy; verifies and calculates retroactive changes in pay and benefits; ensures that timesheets are reviewed for accuracy; calculates and verifies hours for overtime and compensatory time; checks pay calculations for special assignments; proofs data entry to ensure correct calculation of payroll amounts; validates payroll adjustments based on changes in deductions; verifies authorizations, process interim payrolls for special checks and for final checks for employees terminating from the City.

Establishes and maintains accounts, journals and ledgers; prepares accounting entries to transfer funds to payroll accounts; reconciles and verifies balances and adjusts accounting records; prepares periodic and special reports; verifies fund balances and maintains control of payroll accounts.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PAYROLL ANALYST

DATE: DECEMBER, 2001

Coordinates payroll processes and records with the JDEdwards system; participates in system implementation and update; modifies department processes to maximize effectiveness of the system; coordinates with Human Resources to ensure availability of and access to appropriate shared information; researches and analyzes special problems and situations.

EXAMPLES OF ESSENTIAL DUTIES (Continued)

Maintains and updates tax information for use in preparing quarterly and annual tax reports; prepares and balances payroll tax reports; provides accounting staff with payroll totals to transfer funds to payroll accounts; updates leave accrual reports and distributes to departments.

Updates payroll software for changes in bargaining agreements, benefits, deductions and taxes; balances and reconciles taxes and issues W-4's; prepares Federal and State tax reports; reconciles payroll accounts to the general ledger for year-end closing; prepare journal entries as necessary

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Knowledge of: Federal and State laws related to payroll and tax accounting, and rules related to eligibility and calculation of overtime and compensatory time; payroll requirements related to COBRA, PERS retirement and deferred compensation; rules governing the deferred compensation plans; the City's policies related to payroll and personnel; the compensation, benefits and payroll portions of the MOU's with the eight bargaining units; the City's payroll system

Ability to: Perform a full range of payroll accounting work including reconciliation of payroll accounts, preparation of journal entries and preparation of payroll tax reports; interpret and apply payroll rules and guidelines; establish and maintain payroll recordkeeping systems; set up and use Microsoft Excel spreadsheets and Microsoft Word; provide customer service to employees and departments; organize and prioritize work and meet deadlines.

Education: Associate's Degree in Accounting, business or a related field, including training in bookkeeping and accounting.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PAYROLL ANALYST

DATE: DECEMBER, 2001

Experience: Three years payroll processing experience for a government agency.

Certifications/License: Fundamental Payroll Certification required; Certified Payroll Professional preferred; possession of a valid California motor vehicle operator's license.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

ITEM # 6.5



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: ESTABLISHMENT OF MUNICIPAL EMPLOYEES ASSOCIATION (MEA)
POSITION IN THE PUBLIC WORKS DEPARTMENT.
DATE: OCTOBER 17, 2007

A function of the City's Human Resources Department is to establish new classifications and determine the compensation of same. In the 2007/08 fiscal year budget, several new positions were created. The position of [Water Conservation Coordinator](#) is a new position to be submitted for placement within the Municipal Employees Association (MEA) unit. Staff reviewed the various components of the class specification and established the position description attached. The position was analyzed for both external and internal comparables and the salary range established. The HR staff met with the Public Works Department to receive additional input and based upon all of the information provided, the classification and salary range is created as presented.

The City and MEA have met and conferred regarding the recommended changes to the MEA classifications. The recommended classification and compensation changes are a result of the establishment of this new position and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Water Conservation Coordinator		New class specification

Affected Employees:
N/A

The recommended base salary range for the Water Conservation Coordinator Job Class is set at R506 (\$4,713 - \$5,848).

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:
Approve the new class specification and salary range as listed above.

Attachment: Job Specifications – Water Conservation Coordinator

Cc: Bill Davis, MEA Representative
Judy Demers, MEA President

ITEM # 6.6



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: ESTABLISHMENT OF MANAGEMENT EMPLOYEES ORGANIZATION (MEO)
POSITIONS IN THE PUBLIC WORKS DEPARTMENT AND CITY
ADMINISTRATION.
DATE: OCTOBER 17, 2007

A function of the City's Human Resources Department is to establish new classifications and determine the compensation of same. In the 2007/08 fiscal year budget, several new positions were created. The positions of [Energy Project Manager and General Services Manager](#) are new positions to be submitted for placement within the Management Employees Organization (MEO) unit. Staff reviewed the various components of each class specification and established the position descriptions attached. Each position was analyzed for both external and internal comparables and the salary ranges established. The HR staff met with Administration and the Public Works Department to receive additional input and based upon all of the information provided, the classifications and salary ranges are created as presented.

The City and MEO have met and conferred regarding the recommended changes to the MEO classifications. The recommended classification and compensation changes are a result of the establishment of these new positions and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Energy Project Manager		New class specification
General Services Manager		New class specification

Affected Employees:
N/A

The recommended base salary range for the Energy Project Manager Job Class is set at R573 (\$6,586 - \$8,158). The recommended base salary range for the General Services Manager Job Class is set at R621 (\$7,998 - \$9,909).

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:
Approve the new class specifications and salary ranges as listed above.

Attachment: Job Specifications – Energy Project Manager
General Services Manager

Cc: Jim Harker, MEO Legal Representative
Kate Hoffman, MEO President

ITEM # 7

Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classes to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2007.

ITEM # 8

VERBAL DISCUSSION – NO ATTACHMENT PROVIDED

ITEM # 9

City of Huntington Beach

Personnel Commission Orientation



Background – HB Personnel Commission

- Established July 18, 1979
- Governed by Municipal Code – Chapter 2.72
- Seven (7) members
- Appointed by City Council
- Terms – Four (4) years
- Term Limits – Two (2) consecutive terms

Scope of Authority

- Advisory capacity to City Council and City Administrator
- Investigative authority upon request of City Council
- Conduct grievance appeal hearings on disciplinary matters not submitted to binding arbitration

Scope of Authority (Continued)

- May review non-disciplinary grievances (when requested) upon agreement by the parties to the grievance
- Determine hearing procedures*
- Select hearing officers and arbitrators*
- Review impasse matters upon agreement, as permitted by state law

*Subject to provisions of the MOU

Scope of Authority (Continued)

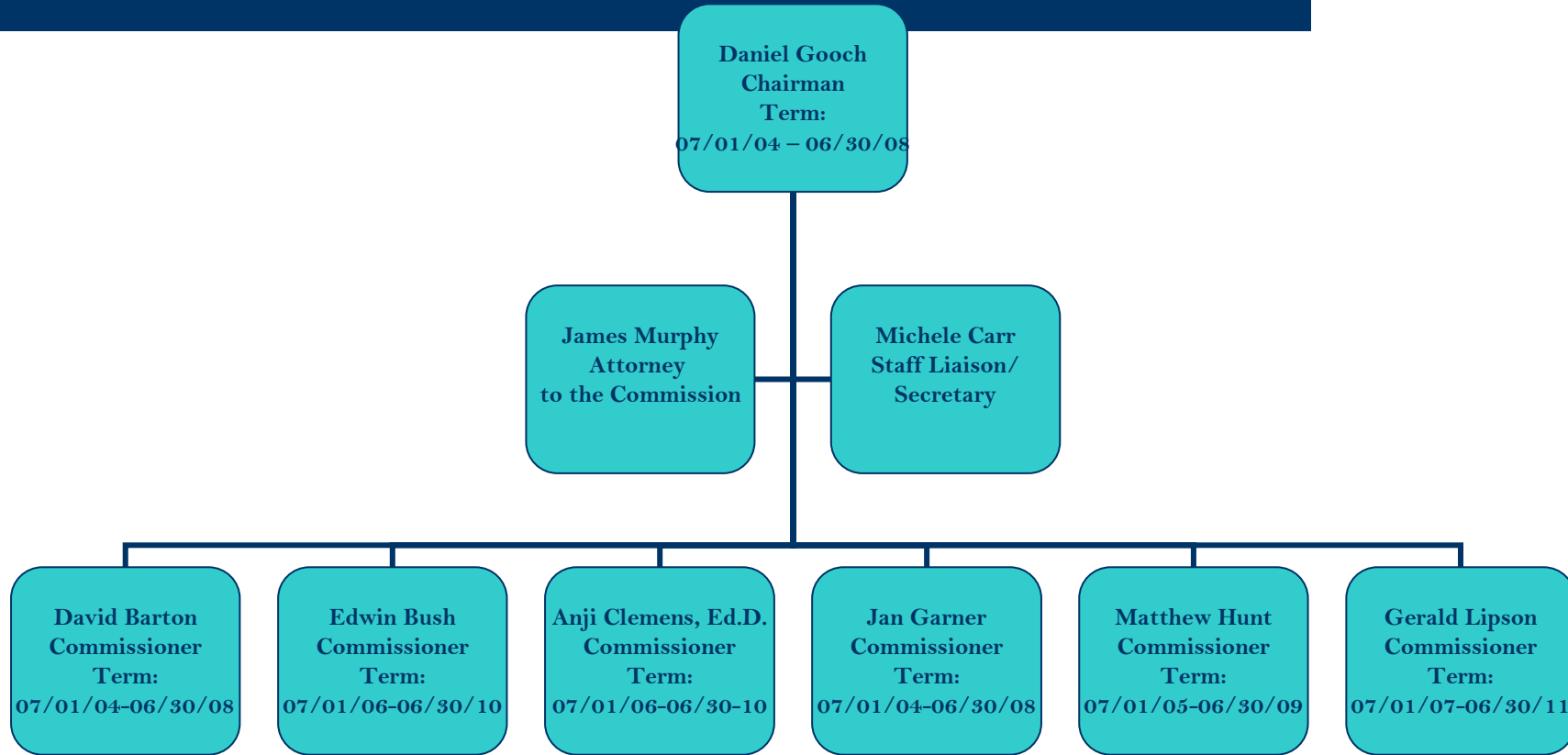
- Review class specifications
- Conduct public hearings regarding class specifications and reclassifications for positions within the competitive service
- Conduct public hearings regarding Unit Modification motions/requests

Scope of Authority (Continued)

- Conduct appeal hearings regarding administrative decisions involving*:
 - Recognition of employee organizations
 - Appropriateness of units
 - De-certification
 - Modification of units

* As set forth in Section 6 and Section 7 of the Employer-Employee Relations Resolution

Current Commission



Michele Carr - Human Resources
Director

Affiliated Roles

- City Administrator – has power and duty to appoint, promote, demote, suspend, or remove department heads, officers and employees of the City, subject to approval of the City Council*
- City Attorney – represents administration in matters submitted to the Personnel Commission. Provides status reports regarding grievance processing. Provides advice to administration regarding employee discipline matters.
- Secretary to the Personnel Commission – the City's Human Resources Director provides staff support in carrying out the activities of the commission, preparation of the agenda, staff reports and related material, preparation of meeting minutes and acts as custodian of records for all Commission files. The Secretary also fields questions and responds to requests for information. Acts as liaison between the Commission, legal counsel and other staff.

*Except elected officers.

Principles of Ethics

- Uphold the Constitution of the United States and the State of California
- Uphold the City Charter of the City of Huntington Beach
- Carry out impartially the laws of the nation, state and municipality
- Comply with all provisions of state law regarding California Political Reform Act
- Not engage in activities which results in use of time, facilities, equipment, supplies, or other city resources for private advantage or gain for oneself or another
- Not use official information that is not available to the general public for private advantage or gain for oneself or another
- Not use the authority of position to discourage, restrain or interfere with any person who chooses to report potential violations of law or regulation

Principles of Ethics (Continued)

- Officials shall not give special treatment or consideration to any individual or group beyond that available to any other individual
- Officials shall not discriminate against or harass a citizen or co-worker on the basis of any protected category such as ancestry, color, gender, marital status, national origin, physical or mental disability, race or sexual orientation; harassment may include verbal, physical and sexual harassment
- All officials shall conduct themselves in a courteous and respectful manner at all times during the performance of their official City duties.

Brown Act

- The Personnel Commission is subject to the provisions of the Ralph M. Brown Act which generally states:
 - *“All meetings of the legislative body of a local agency shall be open and public and all persons shall be permitted to attend any meeting of the legislative body of a local agency...”*

Council Liaisons

- Gil Coerper – Mayor
- Keith Bohr – City Council Member
- Jill Hardy – City Council Member

Commission Meeting Times/Dates

- The Personnel Commission regularly meets on the third (3rd) Wednesday of each month.
- Personnel Commission meetings are held at 5:30 p.m. in Room B-8 of City Hall

Questions?



ITEM # 11



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: AB 1234 WORKSHOP
DATE: OCTOBER 10, 2007
CC: BOB HALL, DEPUTY CITY ADMINISTRATOR

City Attorney Jennifer McGrath will be conducting a workshop on Ethics (AB1234) on November 8, 2007. To enroll, please contact Mavic Hizon at (714) 374-1567.

Ethics (AB 1234 - Parts I, II and III)*

Date: November 8
Time: 6:00:PM - 8:00:PM
Location: Council Chambers
Instructor: Jennifer McGrath, City Attorney

Class Description

Attendance at this workshop will satisfy all of the three-part mandatory training required by AB 1234. Topics include ethics of public service, identifying and resolving conflicts of interest, the Brown Act and the Public Records Act.

*Pursuant to AB 1234, local agency officials must satisfy the requirements of AB 1234 once every two years.